



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240



APR - 7 1989

EQUAL EMPLOYMENT OPPORTUNITY LETTER NO. 92-26

PERSONNEL MANAGEMENT LETTER NO. 92-8 (720)

SUBJECT: REVISED APPLICANT FLOW DATA SYSTEM REQUIREMENTS

1. This issuance revises Departmental Applicant Flow Data System requirements for personnel recruiting offices. Personnel Management Letter No. 88-2 (720), dated March 23, 1988, is canceled.

2. The Department's Applicant Flow Data System is established to facilitate assessment of Departmental Human Resources Initiatives pursuant to Federal Equal Opportunity Recruitment Program (FEORP) requirements. Under the System, applicants and selectees are requested to provide, on a voluntary basis, information on their race, ethnic origin, gender and disability (REOGD). This information is used to ascertain that Departmental recruitment practices are consistent with FEORP objectives. No job applicant is required, however, to furnish REOGD data to be considered or selected for employment.

3. All bureaus are required to solicit this data from job applicants for positions covered by paragraph 4 below. The data is systematically collected using the Departmental Form, DI-1935 (Applicant Background Survey), and procedures specified for the System. A copy of the revised DI-1935 is attached and should be reproduced as needed by personnel/recruitment offices to meet their requirements. Substitutes for DI-1935 are not authorized in this System; bureau modifications to the form are not permissible. Bureau personnel offices have the responsibility for collection of applicant data in the recruitment/selection process; bureau equal opportunity offices have responsibility for its custody and maintenance. No personnel office may maintain any permanent record from which any applicant may be identified individually by race, ethnic origin or disability.

INQUIRIES: Donna Waters, Division of Staffing, Classification and Executive Resources Management, Room 5227,
(202) 208-7764 or (FTS) 268-7764, Mail Stop 5203-MIB

John Cowherd, Office for Equal Opportunity,
Room 1314, (202) 208-5450, or (FTS) 268-5450
Mail Stop 1324-MIB

4. The data collection requirements of this System apply to competitive and noncompetitive recruitment and selection for all positions in the competitive service and for all positions in the excepted service under Schedules A and B. (Recruitment/selection for temporary and other non-continuing positions as well as for continuing positions is covered.)

5. Form DI-1935 will be attached to each job announcement for any position covered by paragraph 4. These vacancy announcements will not only include the Form, but must also contain an appropriate explanation for the survey and indicate that participation is voluntary. Upon receipt, applications must be examined to determine if they include the Applicant Background Survey Questionnaire (DI-1935). To the maximum extent practicable, applicants and selectees for covered positions who have not completed the DI-1935 should be contacted by the personnel/recruiting office regarding the survey and provided an opportunity to participate. This must always be done by a written notice to the applicant that the applicant is not required to complete the Form and that participation in the survey is voluntary (see attached suggested letter).

6. Personnel/recruiting offices will collect and retain the Form DI-1935 until recruitment for a position is concluded and a selection is made. Personnel offices are responsible for ensuring that Applicant Background Survey questionnaires are kept confidential, and separate and apart from recruitment case files. They must ensure that rating panels and selecting officials are not provided access to applicants' DI-1935. (NOTE: PMB No. 91-140, dated August 14, 1991, directed bureaus to include this statistical information with selection approval cases for Departmental and Executive Resources Board approval.) Immediately upon the completion of the selection process and the statistical APPLICANT PROFILE SUMMARY form, all Forms DI-1935 must be forwarded to the appropriate bureau equal opportunity office. No personnel office may maintain any record from which any applicant may be identified individually by race ethnic origin or disability.

7. Bureau equal opportunity offices have primary responsibility for custody and maintenance of the DI-1935s (in a manner which will enhance the total review, compilation, evaluation and reporting in accordance with Professional Administrative Technical Clerical and Other, Blue-Collar (PATCOB) categories and the Affirmative Employment Program Plans for Minorities and Women, as it pertains to FEORP requirements.) Equal opportunity offices will provide periodic summary reports, as appropriate, to each personnel/recruitment office, and also submit reports to the Departmental Office for Equal Opportunity. Attached to this letter are the forms for submission of the reports.


8. Bureau personnel/recruitment offices and equal opportunity offices will analyze each step of the selection process to determine if any segment of the process adversely impacts a particular minority group, and if necessary redirect the recruitment activities (identified recruitment sources, crediting plans, areas of consideration, etc.) to achieve Human Resources objectives.

9. Bureau equal opportunity offices are to prepare Quarterly Reports for submission to the Departmental Office for Equal Opportunity within 30 days after the close of each quarter, beginning with the 3rd Quarter of Fiscal Year 1992 (June 30, 1992). Quarterly submissions should be made on the attached forms, APPLICANT FLOW DATA (A/F/D) BY VACANCY ANNOUNCEMENT and APPLICANT FLOW DATA SUMMARY BY PATCOB CATEGORIES. The form A/F/D VACANCY ANNOUNCEMENT, should be completed for each vacancy announcement that closed during the quarter. Each succeeding level within a bureau (regional, field, state and local offices), and eventually the headquarters-level equal opportunity offices must complete the A/F/D SUMMARY BY PATCOB CATEGORIES form and include copies of all A/F/D VACANCY ANNOUNCEMENT forms. The appropriate personnel/recruitment office will complete and submit the APPLICANT PROFILE SUMMARY form to the equal opportunity office along with the DI-1935 form.

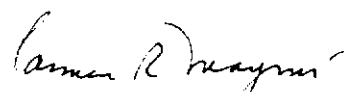
The collection and maintenance of applicant data are critical to the effectiveness of the Department's Human Resource Management Initiatives. The manual collection and evaluation of applicant data are the Department's first step in ensuring that there is a uniform method that all bureaus use to capture and analyze applicant data.

Once bureaus have acquired the Equal Employment Opportunity Monitoring and Analysis System (EEOMAS), or a compatible system, equal opportunity offices will then transfer all manually collected data to the appropriate system.

Attachments



Director, Office of Personnel



Director, Office for Equal
Opportunity

Sample Letter
To be printed on Appropriate Bureau or Office Letterhead

Dear Applicant:

This letter is to provide you the opportunity to voluntarily contribute to the efforts in the Department of the Interior to assure that personnel practices continue to meet Federal law and policy requirements. As a part of this effort, the Department has implemented an Applicant Flow Data System to assess the Department's recruitment efforts in attracting the largest and most diverse pools of candidates for filling vacant positions.

The Form DI-1935, Applicant Background Survey, is a part of each vacancy announcement issued in the Department and is the instrument used for gathering information to assess recruitment activities. It is removed from the application when received in the personnel office. All personnel offices are prohibited from maintaining any records from which applicants may be identified individually by race or ethnic origin. The form is never shown to any official or panel member involved in the selection process. The form is maintained in the bureau equal opportunity office.

The information that you voluntarily provide is maintained in a strictly confidential manner and will not be individually identified in any reports. Your decision to complete the Applicant Background Survey Form will not affect your consideration or selection for employment.

We appreciate your interest in the Department of the Interior.

Sincerely,

(P e r s o n n e l O f f i c e
Representative)

Enclosure

U.S. DEPARTMENT OF THE INTERIOR

APPLICANT BACKGROUND SURVEY - APPLICANT PROFILE SUMMARY

BUREAU/OFFICE: _____

VACANCY ANNOUNCEMENT NO.: _____

POSITION TITLE SERIES AND GRADE(S) _____

1. **Total Number of Applications Received:** _____

American Indian _____
Male _____ Female _____ Physical Disability _____

Asian or Pacific Islander _____
Male _____ Female _____ Physical Disability _____

Black Not of Hispanic Origin _____
Male _____ Female _____ Physical Disability _____

Hispanic _____
Male _____ Female _____ Physical Disability _____

White Not of Hispanic Origin _____
Male _____ Female _____ Physical Disability _____

2. **Total Number of Applicants Who Met Basic Qualifications:** _____

American Indian _____
Male _____ Female _____ Physical Disability _____

Asian or Pacific Islander _____
Male _____ Female _____ Physical Disability _____

Black Not of Hispanic Origin _____
Male _____ Female _____ Physical Disability _____

Hispanic _____
Male _____ Female _____ Physical Disability _____

White Not of Hispanic Origin _____
Male _____ Female _____ Physical Disability _____

3. **Total Number of Applicants Referred for Selection:** _____

American Indian _____
Male _____ Female _____ Physical Disability _____

Asian or Pacific Islander _____
Male _____ Female _____ Physical Disability _____

Black Not of Hispanic Origin _____
Male _____ Female _____ Physical Disability _____

Hispanic _____
Male _____ Female _____ Physical Disability _____

White Not of Hispanic Origin _____
Male _____ Female _____ Physical Disability _____

4. **Applicant Selected for Position:** _____

American Indian _____
Male _____ Female _____ Physical Disability _____

Asian or Pacific Islander _____
Male _____ Female _____ Physical Disability _____

Black Not of Hispanic Origin _____
Male _____ Female _____ Physical Disability _____

Hispanic _____
Male _____ Female _____ Physical Disability _____

White Not of Hispanic Origin _____
Male _____ Female _____ Physical Disability _____

(Bureau/Office)

o **PATCOB Category**_____

o Number Remaining Without DI-1935.....

[illegible]

(Bureau/Office)

AS OF _____
(Last Day of
Quarter)

APPLICANTS		P	A	T	C	O	B	TOTAL
# OF APPLICANTS								
# RETURNING DI-1935								
# NOT RETURNING DI-1935								
# RETURNING DI-1935 AFTER FOLLOW-UP								
# REMAINING WITHOUT DI-1935								
TOTAL	MALE							
	FEMALE							
WHITE	MALE							
	FEMALE							
BLACK	MALE							
	FEMALE							
HISPANIC	MALE							
	FEMALE							
AA/PI	MALE							
	FEMALE							
AI/AN	MALE							
	FEMALE							
TOTAL								

U.S. DEPARTMENT OF THE INTERIOR

APPLICANT BACKGROUND SURVEY

GENERAL INSTRUCTIONS

The information from this survey is used to help ensure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.

Vacancy Announcement No.:

Date (Month, Day, Year):

Position:

PRIVACY ACT INFORMATION

GENERAL

This information is provided pursuant to Public Law 935-579 (Privacy Act of 1974). December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY

Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information from this survey is used for research and for a Federal equal opportunity recruitment program to help ensure that agency personnel practices meet the requirements of Federal law.

EFFECTS OF NONDISCLOSURE

Providing this information is voluntary. No individual personnel selections are made based on this information.

INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY

NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b)

Solicitation of the Social Security Number (SSN) by the Office of Personnel Management is authorized under provisions of Executive Order 9397, dated November 22, 1943. It is used to relate this form with other records that you file with Federal agencies.

1. Name (Last, First, MI):

2. Year of Birth:

1 9

3. Social Security Number:

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4. How did you learn about the particular position or exam for which you are applying? (You may circle up to three choices).

- 01--- Private Information Service
- 02--- Magazine
- 03--- Newspaper
- 04--- Radio
- 05--- TV
- 06--- Poster
- 07--- Private Employment Office
- 08--- State Employment Office (Unemployment Office)
- 09--- Agency Personnel Department (Bulletin Board or Other Announcement)

- 10--- Agency or Other Federal Government Recruitment at School or College
- 11--- Federal, State, or Local Job Information Center
- 12--- Religious Organization
- 13--- School or College Counselor or Other Official
- 14--- Friend or Relative Working for Agency
- 15--- Friend or Relative Not Working for Agency
- 16--- Other (Specify)

5. Please categorize yourself in terms of race and sex using the definitions below. In the box in Block 6, place the RACE/ETHNIC Code which indicates the group with which you identify yourself. Check the appropriate box in Block 7, to show your sex.

DEFINITIONS

- A --- American Indian or Alaskan Native
- B --- Asian or Pacific Islander
- C --- Black, Not of Hispanic Origin

- D --- Hispanic
- E --- White, Not of Hispanic Origin

8. Do you have any physical disabilities? ☐ Yes ☐ No

7. RACE/ETHNIC CODE:

8. SEX: 1. Male ☐ 2. Female ☐

FOR BUREAU USE ONLY

Date Received (Mo., Day, Yr.)

P A T C O B
Code

Bureau Code